

Sample Letter of Verification Results and Adverse Action

FOR INCOME HOUSEHOLDS

Make changes as applicable for the School Breakfast Program. All siblings in the school system will also be impacted by this change.

Children's Names: [insert names of children]

Schools: [insert names of schools]

Dear [insert name of parent/guardian]:

We have completed verification of your children's eligibility. Starting on [insert 10 calendar days from the date letter is sent] your children's eligibility for meals will be:

- ☐ Changed from free to reduced price because your income is over the allowable amount. The reduced-price charge is [insert cost] cents for lunch and [insert cost] cents for breakfast.
- ☐ Stopped for the following reasons:
 - ☐ Your income is over the allowable amount for free or reduced-price meals.
 - ☐ You did not provide proof of current eligibility. The following information is missing:
[insert missing information]

Starting immediately, your children's eligibility for meal benefits will be:

- ☐ Changed from reduced-price to free because your income is within the free meal eligibility limits. Your children will receive meals at no cost.

If you are not eligible for benefits now but you have a decrease in household income, become unemployed or have an increase in the size of your household, you may fill out an application to reapply for benefits.

If you do not agree with the decision, you may discuss it with [insert name of verifying official]. You also have the right to a fair hearing. If you request a hearing by [insert date], your children will continue to receive [insert either free or reduced-price] meals, until the decision of the hearing official is made.

You may request a fair hearing by calling or writing the following official: [insert name, title, city, street, zip, telephone number].

Sincerely,

[insert name and title]

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Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

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For more information, visit the CSDE's [Verification](#) Web page or contact the [school nutrition programs](#) staff in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

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